

North Carolina Department of Health and Human Services  
 Division of Public Health Nutrition Services Branch  
 Child and Adult Care Food Program

**2018-19 Annual Application Update Guide  
 for SPONSORING ORGANIZATIONS**

Institution Name

Agreement Number

*Application Update Documents must be submitted electronically:* [www.nccares.com](http://www.nccares.com)

Use this guide as a checklist to ensure you have completed and submitted all required forms into the NCCARES system. This guide is for Institution use only and does not need to be submitted.

**For ALL Sponsoring Organizations (Affiliated, Unaffiliated, Homes)**

√	Items in NC CARES Application Packet	Notes
	<b>Institution Application</b>	Verify information and enter changes directly into the system
	<b>Board of Directors/Principals</b>	Verify information and enter changes directly into the system
	<b>Institution Budget Detail</b> <ul style="list-style-type: none"> <li>• Institution Budget for Sponsoring Organizations of Day Care Homes</li> <li>• Institution Budget of Sponsoring Organizations of Centers <i>and</i> Budget(s) for Sponsored Centers</li> </ul>	1. Complete the Institution Budget(s) found at: <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2018-19. <i>Sponsoring Organizations of Affiliated Centers may submit one budget per center or consolidate all centers into one Sponsored Center Budget.</i> <i>Sponsoring Organizations of DCH and Centers must submit two separate budgets.</i> 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	<b>Checklist</b> (see list below)	Upload the documents listed under Checklist. These items can be found at <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a>
	<b>Facility (Center) Applications</b>	Verify information and enter changes directly into the system

**Checklist Items**

**The Checklist in NC CARES populates with all New Application documents, please follow this guide for the required Application Update documents. All other documents listed on the NC CARES Checklist can be marked “Document Submitted to NCDHHS” as they were previously submitted upon initial application to the CACFP.**

√	Document	Notes
	Attachment F - State Certifications	1. Download these forms from website <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> . 2. Complete each form as indicated. 3. Save each completed form as a separate file with the form name. There should be 5-6 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form.
	Attachment I - FFATA Sub-Awardee Reporting Form	
	Sponsor Training Certification	
	Media Release (submit one or both as applicable) <ul style="list-style-type: none"> <li>• w/income guidelines (Child/Adult Centers, Outside School Hours Care)</li> <li>• w/out income guidelines (Emergency Shelters, At-Risk After School)</li> </ul>	
	Annual Information Certification for Institutions	This is not listed on the NC CARES checklist. Follow 1-2 above and upload this document using the Attachment List in NC CARES.

For Sponsoring Organizations of Affiliated Centers		
√	Document	Notes
	<b>Facility/Center Application</b> (one per facility)	Verify information and enter changes directly into the system
For Sponsoring Organizations of Unaffiliated Centers (one set of documents per facility)		
√	Document	Notes
	<b>Facility/Center Application</b>	Verify information and enter changes directly into the system
	Attachment F - State Certifications	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.
	Annual Information Certification for Facilities	
For Sponsoring Organizations of Day Care Homes (one set of documents per home)		
√	Document	Notes
	<b>Day Care Home Provider Application</b>	Verify information and enter changes directly into the system
	Attachment F - State Certifications	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.
	Annual Information Certification for Facilities	
For Institutions Receiving Catered Meals		
√	Document	Notes
Food Service Management Company (FSMC)		
	Agreement for Food Service - FSMC	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.
	Attachment A - General Terms and Conditions	
	Attachment B – Federal Certifications	
	Quotes or Bids <ul style="list-style-type: none"> <li>Procurement rules do not apply to Sponsored Facilities (DCHs, affiliated centers, or unaffiliated centers are not required by regulation or policy to conduct procurements that uphold free and open competition) they are free to purchase food and other items according to their own practices. <i>FNS 796-2 Rev4 ExJ</i></li> </ul>	<b>Submit three (3) quotes or all bids received.</b> <ul style="list-style-type: none"> <li>Contracts up to \$5000 may be documented phone quotes.</li> <li>Contracts between \$5001-\$149,999 require written quotes.</li> <li>Contracts over \$150,000 require sealed bids. Submit all bids received.</li> </ul>
School Food Authorities/Public Schools (SFA)		
	Agreement to Furnish Food Service – SFA (Public Schools Only)	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.  <i>No quotes required for School Food Authorities/Public Schools.</i>

**School Food Authorities/Public Schools (SFA) (cont.)**

Attachment A - General Terms and Conditions	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.  <i>No quotes required for School Food Authorities/Public Schools.</i>
Attachment B – Federal Certifications	

**For Sponsoring Organizations Adding NEW Unaffiliated Centers**  
(Submit one form for each NEW unaffiliated center)

√	Document	Notes
	<b>Facility/Center Application</b>	Enter information directly into the system
	Current federal state or local license	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.)
	Current sanitation report	Upload copy of the appropriate report
	IRS Letter of Tax Exempt Status (private nonprofit)	Upload copy
	Attachment A-General Terms and Conditions Sponsored Centers	Download forms from website, complete as indicate (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.
	Attachment B-Certifications Sponsored Centers	
	Attachment D- State Grant Certification No Overdue Tax Debts, Sponsored Centers (if Applicable) or State Grant Certification—for Individual Sub Grantees (if Applicable)	
	Attachment E-Conflict of Interest Policy Sponsored Centers (if Applicable)	
	Attachment F-Contractor’s Certification	
	Sponsored Centers Budget (CAC 9A)	
	Certification of Single Exclusive CAC Agreement-Facility	
	Participant Eligibility Information for New Centers Summary	
	Information on Owners/Principals – Facility	

**For Sponsoring Organization Adding NEW Affiliated Centers**  
(Submit one form for each NEW affiliated center)

√	Document	Notes
	<b>Facility/Center Application</b> (one per new facility)	Enter information directly into the system
	Current federal state or local license	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.)
	Current sanitation report	Upload copy of the appropriate report
	Participant Eligibility Information for New Center Summary	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.

**For Sponsoring Organizations Adding NEW Day Care Homes**  
(Submit one form for each NEW day care home)

√	Document	Notes
	Day Care Home Application	Enter information directly into the system
	Agreement between Sponsoring Organization and Day Care Home Provider (CAC 8D)	Download forms from website, complete as indicated (one per center), and upload individually by name into NC CARES per Checklist in electronic Application Packet.
	Attachment F- State Certification - Contractor's Certification	
	Certification of Single Exclusive CAC Agreement-Facility	
	Information on Owners/Principals – Facility	
	Day Care Home License (one per day care home)	Upload copy of license from DCDEE

**Failure to accurately submit all required documents into NC CARES may delay update approval.**